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IndiGo Airlines – Administrative Manager/Free Job Alert

Job Location

India
Remote work from: IND

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Base Salary

USD 13 - USD 26

Qualifications

Graduate

Employment Type

Full-time

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Description

IndiGo Airlines

We are searching for a highly organized and detail-oriented Administrative Manager to join our growing team. In this role, you will play a pivotal role in ensuring the efficient day-to-diconado operations of our corporate office.

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Responsibilities:

- Provide comprehensive administrative support to assigned departments, including scheduling meetings, managing travel arrangements, and maintaining filing systems.
- Oversee office logistics, such as procurement of office supplies, furniture management, and vendor coordination.
- Act as a liaison between various departments, ensuring seamless communication and information flow.

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Hiring organization

Indigo

Date posted

March 10, 2024

Valid through

31.08.2024

APPLY NOW



Indigo Careers

Skills:

- Exceptional organizational and time management skills with the ability to prioritize tasks effectively.
- Strong communication and interpersonal skills, with a proficiency in building rapport with colleagues at all levels.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable learning new software programs.

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